

## *The City*

Coronado, located between San Diego Bay and the Pacific Ocean, has a resident population of approximately 26,000. The City is a well-known destination resort area, with several California landmark resorts. The City is noted for its uncrowded beaches, oceanfront living, and a nearly perfect climate. This vibrant, thriving community welcomes more than 2 million visitors annually. Coronado is also home to some of the Navy's most important bases including Naval Air Station North Island and Naval Amphibious Base Coronado.

## *The Department*

The Police Department is composed of a dynamic, hard-working and highly professional group of individuals operating in a team environment to provide law enforcement and crime prevention services to the public with customer service and community relations of equal importance. The Police Department has an operating budget of more than \$7 million and a staff of 65 full-time employees and an additional 40 volunteers. In addition to the Police Chief, the Department's sworn positions include: three Commanders, eight Sergeants and 32 Police Officers. Civilian positions include: eight Dispatch/Records Assistants, three Office Specialists, a Support Services Supervisor, three Police Services Officers, a Community Services Coordinator, one Evidence/Property Technician, one Animal Services Officer, an Administrative Assistant and an Administrative Secretary.

**City of Coronado**

Administrative Services—HR

1825 Strand Way

Coronado, CA 92118-3099



*City of Coronado*

*invites applications for*

## **POLICE COMMANDER**



**Annual Salary:**  
**\$79,233 - \$106,180**

**Filing Deadline: March 15, 2006**

This position manages, supervises and coordinates the activities and operations of an assigned division within the Police Department, which include Administrative Services and Investigations, Field Services, and Support Services. The Commander also coordinates assigned activities with other divisions, departments and outside agencies, and provides highly responsible and complex administrative support to the Director of Police Services (Police Chief).

### *Key Responsibilities*

- Assume management responsibility for services and activities of an assigned division.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of services delivery methods and procedures; recommend within departmental policy appropriate services and staffing levels.
- Plan, direct, coordinate and review the work plan for assigned staff; ensure effective shift schedules are prepared; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems; implement discipline; coordinate staff training.
- Oversee and coordinate public safety responses to major incidents occurring within the area of assignment; schedule and coordinate special assignments.
- Oversee and participate in the development and administration of the department's budget; forecast needed staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

- Supervise the preparation of specifications and requests for proposals and formal and informal bids from vendors, order equipment, parts and supplies.
- Supervise the maintenance of division equipment including motor vehicles, weapons, ammunition and related supplies.
- Conduct regular reviews of daily, investigative, follow-up and supplemental reports and closing sheets.
- Direct major and special investigations; ensure the collection and processing of evidence and property is appropriately supervised.
- Monitor booking, identification, property control, training, crime prevention and jailing procedures to ensure compliance with applicable laws, codes and regulations.
- Serve as the liaison with other divisions, departments and outside agencies; resolves sensitive issues and complaints.

### *Salary & Benefits*

The annual salary range for the Police Commander position is \$79,233 — \$106,180. Appointments can be made within the range, depending on qualifications. The City also offers an excellent fringe benefits package including:

- Cafeteria benefit plan with health, dental, vision, and supplemental life coverage options (City currently contributes \$662/mo)
- 3% at 50 CalPERS Retirement Plan, including Employer-Paid Member Contribution (EPMC)
- 10 Paid Holidays plus 2 Floating Holidays
- Annual Leave (starting at 144 hrs/year)
- Administrative Leave (80 hrs/year)
- Tuition Reimbursement (\$1,000/year)
- \$50,000 Term Life and AD&D policies
- Education Incentive Pay

### *Qualifications*

- At least five years of increasingly responsible law enforcement experience, including two years of administrative and supervisory responsibility.
- Education equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, business administration, police science, or a related field.
- Possession of a valid California POST Supervisory certificate.
- Valid Class C California Driver's License with a safe driving record.

### *To Apply*

Application materials must be received by **5:30 pm on Wednesday, March 15, 2006**. To apply, a completed City of Coronado Application form and Training and Experience Questionnaire must be submitted to Human Resources. Application materials may be obtained from:

City of Coronado  
Human Resources Division  
1825 Strand Way  
Coronado, CA 92118  
(619) 522-7302  
[www.coronado.ca.us](http://www.coronado.ca.us)

### *Selection Procedure*

Applicants will be evaluated on the basis of relevant training and experience. Highly rated candidates will be invited to participate in an examination process consisting of a series of assessment exercises. Successful candidates will be placed on the eligibility list according to the score received. The eligibility list established will be in effect for a period of six months. Applicants will be notified by mail of their eligibility status.